



JOB OPPORTUNITY BULLETIN

Release Date: September 9, 2011

Bulletin Number: 11-36

An Equal Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

This bulletin is a weekly publication of the Human Resources, California Prison Industry Authority (CALPIA).

HOW TO APPLY: Send a standard State application (Form 678) to the position location indicated. **Please indicate the classification and the location of the position on your application.**

Applications will be screened and only the most qualified will be contacted for an interview. All appointments are subject to State Restrictions of Appointment (SROA) procedures.

Penal Code Section 6007 provides that as a condition of employment with the California Department of Corrections and Rehabilitation (CDCR), individuals are subject to pre-employment and annual testing for tuberculosis (TB).

ALL POSITIONS ARE PERMANENT FULL-TIME, UNLESS OTHERWISE NOTED.

APPLICATIONS FOR ALL POSITIONS IN THIS BULLETIN MUST BE POSTMARKED BY THE FINAL FILING DATE INDICATED.

THIS JOB OPPORTUNITY BULLETIN CAN BE FOUND ON THE CALPIA INTRANET.



POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provision of the ADA, and the rights provided there under, are available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

HEAVY EQUIPMENT MECHANIC (CORRECTIONAL FACILITY) (LIMITED TERM-24 MONTHS) (May become permanent at a later date) \$4106-\$4507 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: 4-10-40 SHIFT HOURS; WEDNESDAY-SATURDAY 0700-1700, RDO SUNDAY/MONDAY/TUESDAY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON – CORCORAN, MAINTENANCE & REPAIR, 4001 KING AVENUE, CORCORAN, CA 93212

***DESCRIPTION OF DUTIES:** Inspects equipment to locate and determine the extent of necessary repairs and the corrective action necessary; maintains and repairs automobiles, trucks, tractors, (dry vans & flatbeds), refrigerated trailers, forklifts and other material hauling equipment, pumps, air compressors, diesel and gasoline engines, and similar equipment; constructs new special equipment or modifies existing equipment including body frames and running gear; makes installation of or repairs to special equipment; operates and maintains tools and machinery used in the repair and maintenance of heavy maintenance; operate power equipment with diesel or gasoline engines to determine malfunction(s) and corrective action; service, repair and maintain trailers in keeping with governmental rules and regulations; supervise and instruct inmate workers in the repair, service and maintenance of equipment and the safe and proper use of tools, volatile substances and machinery used in a typical repair shop. Prepare and maintain the control and inventory of tools, volatile substances and shop machinery used daily in the service and repair of all equipment; prepare written reports, documents and requisitions and maintain records and files as required by the California Prison Industry Authority, Department of Corrections and Rehabilitation, Department of General Services, Office of Fleet Administration; California Highway Patrol and/or any other regulatory agency applicable to the maintenance and operation of motorized equipment. Class C license is required and this position is subject to the DMV's Employee Pull Notice program.

SKILLS AND ABILITIES: Knowledge of current repair technology in Dairy and Farm Equipment. Ability to trouble shoot repairs for a wide range of diesel engines for farming applications, ability to repair various implements commonly used in dairy/farm/warehouse applications. Automotive air conditioning experience is desirable.

WHO MAY APPLY: Persons currently on eligibility list for the classification or are currently in the classification, or within lateral transfer range will be considered. Applications will be screened and only the most qualified will be scheduled for an interview. **Please indicate the classification and location of the position on your application.**

CONTACT: ROBERT ROEHLK AT (559) 992-6160

HEAVY EQUIPMENT MECHANIC (CORRECTIONAL FACILITY) (LIMITED TERM-24 MONTHS) (May become permanent at a later date) \$4106-\$4507 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: TUESDAY – SATURDAY 0500-1300

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON – CORCORAN, ON TIME DELIVERY – CENTRAL, 4001 KING AVENUE, CORCORAN, CA 93212

DESCRIPTION OF DUTIES: Under the direction of the Industrial Warehouse & Distribution Manager I, (On-Time Delivery – Central), this position is responsible to inspect equipment, locate and determine the extent of necessary repairs and take corrective action as necessary; maintains and repairs automobiles, trucks, tractors, (dry vans & flatbeds), refrigerated trailers, mobile refrigeration units, forklifts and other material hauling equipment, pumps, air compressors, diesel and gasoline engines, and similar equipment; constructs new special equipment or modifies existing equipment including body frames and running gear; makes installation of or repairs to special equipment; operates and maintains tools and machinery used in the repair and maintenance of heavy maintenance; operate power equipment with diesel or gasoline engines to determine malfunction(s) and corrective action; service, repair and maintain trailers in keeping with governmental rules and regulations; supervise and instruct inmate workers in the repair, service and maintenance of equipment.

REQUISITE SKILLS AND ABILITIES: Extensive knowledge in the maintenance and repair of motorized equipment, the safe use of tools and machinery used in a typical diesel equipment repair shop. Prepare and maintain the control and inventory of tools and shop machinery used to service and repair all equipment; ability to prepare written reports, documents and requisitions and maintain records and files as required by the CALPIA, CHP and/or any other regulatory agency applicable to the maintenance and operation of motorized equipment. Class (C) CDL required and is subject to the DMV's Employee Pull Notice program.

DESIRABLE QUALIFICATIONS: Possession of a valid Class (A) CDL, knowledge in repair and maintenance of Mobile Diesel Engine Refrigeration Units, ERPlx computer program. Ability to trouble shoot diesel engines used in the transportation and farming industries. Must possess tact, patience, and ability to work with persons confined in a correction institution.

WHO MAY APPLY: Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility. Applications will be screened and only the most qualified will be scheduled for interviews.

CONTACT: JOHN LOOGMAN AT (559) 992-8800 Ext. 7745

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0720-1520

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA MEN'S COLONY, P.O. BOX 8101 – HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409-8101

DESCRIPTION OF DUTIES: Under the direction of the Prison Industries Superintendent II (Laundry), the Industrial Supervisor (Laundry) supervises and coordinates the activities of inmate workers engaged in laundry processing. Duties include supervising the unloading of soiled laundry and loading of clean laundry for Atascadero State Hospital and the California Men's Colony. Ensures that laundry is processed in an adequate and accurate manner for timely delivery of clean linen and clothing. Supervises the sanitation of laundry carts and trailers in order to prevent cross contamination of clean laundry. Carries out supervisory responsibilities in accordance with the Directors Rules, Title 15 and Prison Industry Authority's policies and applicable laws. Provides safety and hazardous material training to inmates, maintains tool inventory and proper tool control procedures, assigns and directs work; appraises inmate work performance through CDC-101's, work supervisors' reports and progressive discipline through the use of CDC forms 128A, 128B, and 115. Implements the individual components of the Inmate Employability Program.

SKILLS AND ABILITIES: Incumbent must have requisite skill and ability to supervise an Industrial laundry including methods, materials, machinery, processes, tools, and equipment used in industrial operations, production scheduling, quality control and standards, general safety practices and training, materials handling techniques. Incumbents must be able to set up, repair, maintain, adjust, and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques, machine operation and safety procedures; maintain firm impartial, and consistent discipline; understand rules, regulations, laws, policies and procedures; analyze situations accurately and take effective action; keep records and prepare reports; read and write English at a level required for successful job performance. Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, decimals and compute rate, ratios and percentages.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility. Training and Development assignment may also be considered. Applications will be screened and only the most qualified will be scheduled for interviews.

SUBMIT APPLICATIONS TO: CMC Delegated Testing Office

CONTACT: VICTOR GARCIA AT (805) 547-7994

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE & REPAIR) \$4307-\$5191 FINAL FILING
DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0730-1530

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA CORRECTIONAL INSTITUTION, P.O. BOX 1031, TEHACHAPI, CA 93581

***DESCRIPTION OF DUTIES:** Under the general supervision of the Prison Industries Manager, this position is responsible for the supervision of inmate workers in the preventive maintenance and repair of all industrial systems, equipment, and facilities to insure the successful ongoing operation of Fabric Products; plans and schedules necessary labor and equipment and prioritizes work assignments; makes rough shop drawings and prepares estimates of the cost of minor repairs and installations; maintains a central repair work area and ensures that necessary tools, materials, and supplies are ordered, stored and kept in optimum working order; maintains an Inventory of placement/repair parts and keeps operation, service and repair manuals updated and in good working order; stays abreast of current equipment and machinery technologies and implements such technologies when economically justified; coordinates and supervises the installation of equipment and machinery; practices good housekeeping in all areas under his/her control; develops and implements on-going preventative maintenance program; develops and maintains safety standards and trains inmates in safety; selects, trains and counsels inmates in maintenance and repair work; maintains order, safety and security within the work areas, including assisting in custodial searches, shakedown, Inmate count, daily tool control counts; and direct supervision of electrical pneumatic and bench grinder equipment when used by inmates; conducts safety inspections and weekly safety meetings.

SKILLS AND ABILITIES: Two years of mechanical and electrical experience in the maintenance and repair of production equipment; and/or education, such as trade or vocational school, or applicable college level training; ability to instruct and supervise inmates in maintenance and repair techniques and safety practices; maintain firm, impartial and consistent discipline; understand rules, regulations, laws and procedures and take effective actions; keep records and prepare reports.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility. Training and Development assignment may also be considered. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and location of the position on your application.**

CONTACT: RUDY RAMIRO AT (661) 822-4402 Ext. 4634

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE & REPAIR) \$4307-\$5191 FINAL FILING
DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0730-1600

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

***DESCRIPTION OF DUTIES:** Supervises inmate work crews in the preventive maintenance and repair of all industrial systems, equipment, and facilitates to ensure the successful ongoing operation of each industry. Plans and schedules necessary labor and equipment and prioritizes work assignments. Makes rough shop drawings and prepares estimates of the cost of minor repairs and installations. Maintains a central repair work area and ensures that necessary tools, materials, and supplies are ordered, stored and kept in optimum working order. Maintains an inventory of replacement/repair parts and keeps operation, service and repair manuals updated and in good working order. Practices good housekeeping in all areas under his/her control. Selects, trains, and counsels inmates in maintenance and repair work as well as assists the Superintendent in maintenance record keeping, timekeeping, purchasing and payroll activities. Maintains proper discipline and security within the work areas, including assisting in custodial searches, shakedowns, inmate counts, daily tool control counts and direct supervision of electrical pneumatic and bench grinder equipment when in use by inmates.

SKILLS AND ABILITIES: Knowledge of electronic and experience in repairing and trouble shooting controllers is desirable, Proficient w/ Welding, boiler maintenance, hydraulics, Pneumatics, plumbing and electrical, Effective Communication Skills (Oral and Written), Repair and Maintenance of manufacturing equipment skills, and Knowledge in Record Keeping

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed above by the final filling date. Eligible employees who submitted a Reassignment/Transfer Request Form during the open enrollment period may be considered. Persons who are within lateral transfer range or with list eligibility may also be considered. Applications will be reviewed and only the most qualified candidates will be interviewed.

Please indicate the classification and the location of the position on your application.

CONTACT: REX GREGORY AT (619) 661-6500 Ext. 7806

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (METAL FABRICATION) \$3924-\$4726 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-THURSDAY 0630-1630

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

DESCRIPTION OF DUTIES: Under the direction of the Prison Industries Superintendent I (Metal Products), this position is responsible for supervising a group of inmates engaged in the manufacture of metal products and component parts, within an institutional general fabrication factory. Based on the current production schedule, assigns and supervises inmate labor in, punching, and forming metal parts. Performs technical supervision concerning prototyping and general drafting revisions. Establishes and monitors daily all production aspects including: quality control acceptance, application and final article inspection criteria and related record keeping.

SKILLS AND ABILITIES: Ensures that all safety and security regulations are enforced for the protection of staff, inmates, and others. Responsible for the supervision of the conduct of persons committed to the Department of Corrections, prevents escapes, and searches inmates and the work areas for contraband.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility. Training and Development assignment may also be considered. Applications will be screened and only the most qualified will be scheduled for interviews.

CONTACT: OSCAR RODRIGUEZ AT (559) 386-0587 Ext. 7401

INDUSTRIAL WAREHOUSE & DISTRIBUTION SPECIALIST, PRISON INDUSTRIES (LIMITED TERM – 24 MONTHS) (May become permanent at a later date) \$3497-\$4201 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0700-1530

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, ON TIME DELIVERY – NORTH, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Provides training, counseling and supervision of inmate work crew in the OTD – North Warehouse. Assists in the planning and scheduling of labor, materials, and equipment used in the warehouse function. Responsible for shipment of CALPIA products to customers throughout the State. Receives and signs for incoming freight and supplies, checking items against freight bill and packing slip. Matches received items to Purchase Orders for proper quantities. Performs ERP transactions for receiving, shipping, billing, and cycle counts and other needed reports, etc. Completes billing transaction in Varipro (Logistics Software) to insure transportation costs are being accurately accounted for: Prepares shipping documents and bill of lading prior to shipment of finished goods. Supervises and investigates complaints from CALPIA Central Office on Sales Orders, damages, shortages, etc. Supervises the storage of stock items, finished goods, and maintains all types of inventory through bar-coding. Conducts weekly safety meetings, and maintains the Injury and Illness Prevention Plans (IIPP) updated, on file on every free staff and inmate in the shop. Implements and maintains a preventive maintenance program for all equipment. Assists in the selection of inmate workers, evaluates work performance of inmate workers, and ensures that proper inmate discipline is maintained within the work area. Responsible for ensuring the accuracy and integrity of tool control procedures, inmate counts and CDC 1697 time keeping records.

SKILLS AND ABILITIES: This position must possess a valid California Class C driver's license. Knowledge of warehousing functions. Method, practices, and equipment used in receiving, storing, and shipping material and supplies; methods of packing and unpacking material and supplies; common forms and documents used in receiving and shipping departments of a governmental or commercial organization; operation of forklift trucks and other types of materials handling equipment; methods of taking inventories and maintaining simple inventory records. Skill in: Operation of powered materials handling equipment.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility. Applications will be screened and only the most qualified will be scheduled for interviews.

CONTACT: MARK STEWART AT (916) 358-1741

INDUSTRIAL WAREHOUSE & DISTRIBUTION SUPERVISOR, PRISON INDUSTRIES \$3829-\$4614 FINAL FILING

DATE: UNTIL FILLED WORK SHIFT: MONDAY-THURSDAY 0615-1615

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CORRECTIONAL TRAINING FACILITY, P.O. BOX 700, SOLEDAD, CA 93960-0686

***DESCRIPTION OF DUTIES:** Implements and oversees the ERPLx system including, but not limited to inventory, cycle counts, and related ERPLx issues pertaining to manufacturing service and support functions; serves as ERPLx administrator, ensures on time delivery of customer orders utilizing the ERPLx program; determines the most cost effective means of transportation, i.e. a common or contract carrier. Supervises the planning and organization and directs the receipt, storage, issuance, and distribution of a heavy volume and wide variety of manufacturing items; ensures that all incoming manufacturing materials meet DGS of CALPIA specification; responds to inquiries regarding delivery schedules, shipment shortages, and ERPLx transactions. Supervises Industrial Warehouse and Distribution Specialists, and coordinates their activities in the ordering, storing, and distribution of manufacturing and service related materials and supplies; ensures proper custodial procedures are met by utilizing subordinate staff, conducts OJT classes on a variety of subjects including ERPLx, warehouse procedures, inventory control, etc to account for the secure receipt, color coding, scribing, and issuance of hazardous material. Develops a warehouse budget, conducts safety meeting, and security searches of both the warehouse area and the inmate workers; performs other duties related to the classification as required

SKILLS AND ABILITIES: Knowledge of all aspects of the CALPIA warehouse and distribution methods and practices, including the ERPLx system, budget preparation, and cost control, the department's EEO program objectives, maintenance of and administration of the ERPLx system, instruct and supervise staff and inmates.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility. **Please indicate the classification and the location of the position on your application.**

CONTACT: GREG SHEFFIELD AT (831) 678-5868

INDUSTRIAL WAREHOUSE & DISTRIBUTION MANAGER I, PRISON INDUSTRIES \$4308-\$5191 FINAL FILING

DATE: UNTIL FILLED WORK SHIFT: MONDAY-THURSDAY 0615-1615

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON- SOLANO, P.O. BOX 640, VACAVILLE, CA 95696-0640

***DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Administrator, the incumbent is responsible for the overall operation of the Warehouse and related areas to this function. The incumbent supervises three Industrial Warehouse and Distribution Specialists and approximately eight Level II inmates workers. The incumbent is responsible for the issuance and shipping of large quantities of varied supplies and materials requiring complex storage practices; utilizes the most cost-effective shipping methods; verifies and receives raw materials and supplies; maintains procurement records and inventory control; personnel development including selecting, training, evaluating, counseling and supervising staff and inmates; operates the ERPLx computer system for auditing, inventory, purchasing, and accounting purposes; oversees the implementation of the Inmate Employability Program (IEP) ensuring program requirements are accomplished; plans and coordinates tasks to attain goals for on-time deliveries; participates in Total Quality inspections of finished products shipped to customers; handles customer complaints; prepares budgets and initiates correspondence and reports; coordinates the maintenance and repair of warehouse equipment and vehicles; conducts staff meetings and oversees the on-going safety program, including good housekeeping practices, to ensure compliance of safety standards. The incumbent is responsible for maintaining order and supervising the conduct of persons committed to the California Department of Corrections and Rehabilitation (CDCR); preventing escapes and maintaining the security of materials and work areas by implementing CDCR and CALPIA rules and regulations.

SKILLS AND ABILITIES: Experience working in a correctional institution; supervisory experience; organizational and planning skills; knowledge of computer programs; Microsoft, ERPLx; able to work constructively and professionally in a team environment and with regulatory agencies.

WHO MAY APPLY: Incumbents who have current status in the above classification, have lateral transfer eligibility, or have list eligibility may apply. T&D (Training & Development) will be accepted. Applications will be screened and only the most qualified will be interviewed. **Please indicate the classification and the location of the position on your application.**

CONTACT: PERSONNEL AT (707) 454-3287

PRISON INDUSTRIES ADMINISTRATOR \$7110-\$7838 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0800-1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696-4000

DESCRIPTION OF DUTIES: Provides direction and leadership to all CALPIA operations at California State Prison, Solano, including bindery, metal products, optical, and laundry enterprises. Responsible for overall production and administrative functions to include: production and inventory control, procurement, accounting, warehousing and personnel. Maintains discipline. Oversees the efforts of CALPIA staff in the areas of manufacturing, fabrication, quality, and delivery of products and services to CALPIA customers. Provides oversight to the Prison Industries Manager and Prison Industries Superintendents in matters associated with day-to-day operations of the programs under their control and interacting with other CALPIA and institution managers, and CALPIA central office staff. Provides direction to subordinate staff in regards to work assignments, training, production methods and staff performances. Promotes and facilitates upward mobility training. Conducts regular staff meetings and serves on institution and CALPIA committees as assigned.

SKILLS AND ABILITIES: Demonstrated management experience within a manufacturing operation, to include production, inventory and budgetary; demonstrated experience utilizing a manufacturing and accounting automated system; demonstrated experience managing and/or supervising various manufacturing and/or service operations; demonstrated experience managing food related operations; knowledge of the civil service disciplinary process; experience managing a health and safety program in a correctional setting; fiscal management and budgetary controls.

WHO MAY APPLY: Candidates with permanent status in the classification, lateral transfer eligibility, or those with list eligibility. Applications will be screened only the most qualified will be considered for interview. **Please indicate the classification and location of the position on your application.**

SEND APPLICATION TO: California Prison Industry Authority, Attn: Nancy LaSarte, 560 East Natoma Street, Folsom, CA 95630

CONTACT: NANCY LASARTE AT (916) 358-2650

PRISON INDUSTRIES SUPERINTENDENT II (FABRIC PRODUCTS) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0645-1445

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, MULE CREEK STATE PRISON, P.O. BOX 460, IONE, CA 95640

DESCRIPTION OF DUTIES: Under the direction of the Prison Industries Administrator, this position is responsible for planning, organizing, and supervising the overall operation of three sewing factories within a correctional institution. Typical duties include, but are not limited to the following: Coordinating the development of patterns from sketches or specifications, developing markers, preparing bills of material, grading the patterns to up and down, sizing, overseeing the operation of the computer used for the CAD program, developing new products "style", supervision of all textile products (six supervisors, and all the assigned work areas), evaluating work records of inmates and staff as needed. Training, counseling, planning, scheduling labor, materials and equipment for productions inspecting all new raw materials received from vendors, checking and inspecting all finished products, and setting and enforcing a quality control system. Assist in selection of inmate workers, contacts vendors for initial purchase of raw materials, ensures that proper discipline and security are maintained so all rules and regulations are clearly understood. Also performs custodial searches, shake downs, maintains tool control records and inmate counts.

REQUISITE SKILLS AND ABILITIES: Responsible for implementing and maintaining an Injury and Illness Prevention Program (IIPP), oversees the installation of safety equipment on all industrial machinery, makes periodic safety inspections within the sewing factories. Ensures that fabric products staff conducts regular work safety meetings, enforces safety rules and regulations, sets up safety programs, sets up a preventive maintenance program, supervises timekeeping and payroll of inmates. Assists the Prison Industry Administrator in budgeting and cost controls.

DESIRABLE QUALIFICATIONS: Computer literate, good interpersonal and time management skills, good working knowledge of automated inventory control systems.

WHO MAY APPLY: Persons currently in the classification of Prison Industries Superintendent II (Fabric Products), individuals with list eligibility, or who are within lateral transfer range. Applicants will be screened and only the most qualified will be considered for interview.

CONTACT: LACEY SANDBERG AT (209) 274-4911 Ext. 7201

PRISON INDUSTRIES SUPERINTENDENT II (FOOD AND BEVERAGE PACKAGING) (LIMITED TERM – 7 MONTHS) (May become permanent at a later date) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0700-1500, SATURDAY/SUNDAY RDO'S

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212-7100

***DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Administrator at California State Prison, Corcoran, the Prison Industries Superintendent II (Food & Beverage Packaging) will oversee all phases of the food and beverage packaging enterprise at the California Substance Abuse Treatment Facility. This position is responsible for servicing four Industrial Supervisors, P.I. (Food & Beverage Packaging) positions. Responsible for all phases of the daily production of food and beverage packaging (bread, cookies, hoagie rolls, and PB&J packaging); plans and schedule labor; develops work methods and practices; develops and implements safe and sanitary food handling and quality control practices. This will include utilizing Hazard Analysis and Critical Control Points (HACCP). Coordinates and/or supervises the installation, operation, maintenance and repair of all food packaging equipment; makes recommendations to increase production efficiency and product quality; directs the ordering, shipping and handling of all production materials and supplies. Communicates with costumers and vendors on an ongoing basis; establishes procedures that ensure the prompt and timely delivery of products.

REQUISITE SKILLS AND ABILITIES: Ability to identify and resolve problems in a timely manner. Displayed willingness to make decisions using sound and accurate judgment. Ability to develop project plans and coordinate project implementation. Ability to supervise and motivate subordinate staff using proven, effective leadership techniques. Tact, patience and ability to project a professional image to outside customers.

WHO MAY APPLY: Candidates with certification list eligibility and/or transfer eligibility. Applicants will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and the location of the position on your application.**

CONTACT: ROBERT ROEHLK AT (559) 992-8800 Ext. 7727

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE & REPAIR) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0700-1500

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON – SOLANO, P.O. BOX 640, VACAVILLE, CA 95696-0640

DESCRIPTION OF DUTIES: Under the general direction of the Prison Industries Administrator, the incumbent is responsible for the day-to-day operation of the maintenance support for CALPIA enterprises; coordinates and supervises the activities of three Industrial Supervisors and 30 inmate workers engaged in the maintenance and repair of the Metal, Bindery, Laundry, Optical, and Warehouse operations; is the liaison to the institution's Safety Committee; Hazmat Coordinator, Health and Safety Coordinator, responsible for the IIPP, Lock-Out, Block-Out, and Preventative Maintenance programs; supervises staff and inmate workers to ensure the proper training and safe operation of machinery and forklifts; tool control and tool inventory; proper handling and disposal of hazardous materials; maintains adequate materials and supplies available for preventative maintenance and repairs; prepares statistical reports; ensures permit and report compliance with City and County Agencies; keeps records and maintains files on MSDS; prepares staff performance evaluations; conducts regular safety meetings; maintains a clean and safe work environment.

REQUISITE SKILLS AND ABILITIES: The incumbent must possess knowledge of: CDCR, CALPIA laws, rules, procedures and regulations; CAL-OSHA safety regulations; Air/Water Quality regulations, Worker Compensation claim procedures; safety policies and procedures; supervisory abilities; knowledge of methods, materials, machinery, production techniques, tools, and equipment used in industrial operations; ability to exercise initiative and good leadership including analyzing situations accurately; troubleshooting and problem-solving skills; possess effective verbal and written communication skills.

DESIRABLE QUALIFICATIONS: Organizational and planning skills; knowledge of computer programs; able to work constructively and professionally in a team environment and with regulatory agencies.

WHO MAY APPLY: SROA and Surplus are encouraged to apply. Persons currently in the classification or within lateral transfer range or those with list eligibility may be considered. Applications will be screened and only the most qualified will be interviewed. **Please indicate the classification and location of the position on your application.**

CONTACT: PERSONNEL AT (707) 454-3286

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE & REPAIR) (LIMITED TERM – 12 MONTHS) (May become permanent at a later date) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY – THURSDAY 0600 – 1600

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, FOLSOM STATE PRISON, P.O. BOX 71, FOLSOM, CA 95671

DESCRIPTION OF DUTIES: Under the general direction of the Prison Industries Administrator, the incumbent is responsible for the day-to-day operations and maintenance support of all CALPIA coordinates and supervises the activities of three Industrial Supervisors and inmate workers engaged in the maintenance and repair of Metal Fabrication, License Plates, Printing, Metal Signs, Laundry, Digital Services, and Warehouse; is the liaison to the institution's Safety Committee; Hazmat Coordinator; Health and Safety Coordinator, Health and Safety Coordinator, responsible for the IIPP, Lock-Out, Block-Out, and Preventative Maintenance programs; supervises staff and inmate workers to ensure proper training and safe operation of machinery; tool control; proper handling and disposal of hazardous materials; maintains adequate materials and supplies available for preventative maintenance and repairs; prepares statistical reports; ensures permit and report compliance with city and county agencies; keeps records and maintains files on MSDS; prepares staff performance evaluations, conducts regular safety meetings, and maintains a clean and safe work environment.

SKILLS AND ABILITIES: Good leadership skills (ability to supervise and motivate staff using proven leadership techniques), knowledge of budget preparation, effective communication skills both orally and in writing.

DESIRABLE QUALIFICATIONS: Ability to analyze situations and take initiative and action; well organized; has knowledge of CALPIA, CDCR, and CAL-OSHA rules, procedures, and regulations; ability to multi-task in a changing environment; use of computers and Microsoft Office.

WHO MAY APPLY: All employees currently in classification, lateral transfers, or list eligibility. Applications will be screened and only the most qualified will be interviewed.

CONTACT: JOYCE BRANNIN AT (916) 358-2561 Ext. 4285

PRISON INDUSTRIES SUPERINTENDENT II (SHOE MANUFACTURING) (LIMITED TERM-24 MONTHS) (May become permanent at a later date) \$4728-\$5698 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0730-1600

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

DESCRIPTION OF DUTIES: Under the direction of the Prison Industry Administrator, the incumbent is responsible for the training and supervision of staff and inmate workers manufacturing casual shoes. Through the use of the ERPlx system and close supervision, the Prison Industries Superintendent II plans and schedules the daily production and develops and maintains process to monitor the quantity and quality of the products produced. Insures that production goals meet customer demands and exceed sales order requirements. Responsible for the safety program to provide monthly or weekly safety training and inspections to ensure a safe work environment for staff and inmates. Organizes and ensures daily searches for contraband. Ensures all shop floor control operations and functions are performed as necessitated by ERPlx including issuing shop orders, report labor and material issues, inventory transactions, finished goods receipts and transfers, monitor material and supply levels, perform daily cycle counts, and run ERPlx reports. Resolves customer and quality production issues. Maintains inventory level of factory and production materials to meet production and prevent production delays. Responsible for accuracy of procurement, billing, and payroll.

SKILLS AND ABILITIES: Basic computer and oral and written communication skills are necessary as well as good management and leadership skills. Good attendance record, willingness to work in a fast paced environment is required. Knowledge in budget preparation.

WHO MAY APPLY: Persons currently in the classification or those who are within lateral transfer range and/or list eligibility may apply. TAU (Temporary Authorization) may be considered. Applications will be reviewed and only the most qualified candidates will be interviewed. **Please indicate the classification and location of the position on your application.**

CONTACT: REX GREGORY AT (619) 661-6500 Ext. 7806

SKILLED LABORER (LIMITED TERM-24 MONTHS) (May become permanent at a later date) \$3051-\$3338

FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0700-1600

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CENTRAL OFFICE, ON TIME DELIVERY NORTH, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: This position reports to the Prison Industries Manager at the On-Time Delivery-North, is responsible for necessary on-site labor, repair, and maintenance service for customers purchasing various products manufactured by CALPIA, including but not limited to modular office systems, office furniture and detergent dispensers. Schedules and performs miscellaneous labor and repair to CALPIA products as necessary, at the various customer site locations throughout the State. Schedules all service and cleans up after a service has been completed. Ensures a proper level of inventory of necessary tools, equipment, materials, and supplies to perform labor and repair services; maintains inventory in good working condition. Maintains necessary work orders and logs for all jobs performed. Follow up to ensure customer satisfaction of services performed. Some loading and unloading of trucks in a warehouse will be performed and basic maintenance on the building and/or grounds will also be required.

REQUISITE SKILLS AND ABILITIES: This position is eligible for Commercial Driver License Pay Differential #34 as a Class B license is required for the repair van. A drivers license is required. Mechanical skills are required. The ability to work with people in a stressful environment is required.

DESIRABLE QUALIFICATIONS: Experience in Furniture manufacture or repair is desirable. Installation experience is desirable. Construction experience is desirable.

WHO MAY APPLY: SROA and Surplus employees are encouraged to apply. Candidates with permanent status in this classification, reinstatement, lateral transfer eligibility, or those with list eligibility. T&D assignments will be considered. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and location of the position on your application.**

NOTE: This position may receive pay differential to maintain class A drivers license, also may be included in DMV/EPN Program.

CONTACT: MARK STEWART AT (916) 358-1741

SKILLED LABORER \$3051-\$3338 FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0730-1600

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA INSTITUTION FOR MEN – ON-TIME DELIVERY - SOUTH, 14901 CENTRAL AVENUE, CHINO, CA 91710

DESCRIPTION OF DUTIES: This position is responsible for necessary on-site labor, repair, and maintenance service for customers purchasing various products manufactured by CALPIA, including but not limited to office furniture, chemical dispensers, and modular office systems. Schedules and performs miscellaneous labor and repair to CALPIA products as necessary, at the various customer site locations throughout the State. Schedules all service and cleans up after a service has been completed. Ensures a proper level of inventory of necessary tools, equipment, materials and supplies to perform labor and repair services; maintains inventory of necessary tools, equipment, materials and supplies to perform labor and repair services; maintains inventory in good working condition. Maintains necessary work orders and logs for all jobs performed. Follow up to ensure customer satisfaction of services performed. Some loading and unloading of trucks in a warehouse will be performed and basic maintenance on the building and/or grounds will also be required.

REQUISITESKILLS AND ABILITIES: This position is eligible for Commercial Driver License Pay Differential #34 as a Class B license is required for the repair van. A driver's license is required. Mechanical skills are required. The ability to work with people in a stressful environment is required.

DESIRABLE QUALIFICATIONS: Experience in furniture manufacture or repair is desirable, Installation experience is desirable. Construction experience is desirable.

WHO MAY APPLY: Per Post and Bid requirements: Eligible employees at this institution must submit a Reassignment/Transfer Request Form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request Form during the open enrollment period may be considered. Candidates who are currently in this classification, lateral transfer eligibility, or those with list eligibility. SROA and Surplus employees are encouraged to apply. Applications will be screened and only the most qualified will be interviewed. TAU and T & D assignments may be considered.

SEND APPLICATION TO: 560 EAST NATOMA STREET, FOLSOM, CA 95630

CONTACT: MARK STEWART AT (916) 358-1741

SKILLED LABORER (LIMITED TERM-24 MONTHS) (May become permanent at a later date) \$3051-\$3338

FINAL FILING DATE: UNTIL FILLED WORK SHIFT: MONDAY-FRIDAY 0600-1430

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CALIFORNIA STATE PRISON – LOS ANGELES COUNTY, 44750 60TH STREET WEST, LANCASTER, CA 93536-7620

***DESCRIPTION OF DUTIES:** This position is responsible for necessary on-site transportation and delivery of CALPIA detergent products and laundry. Responsible for on-site labor and maintenance. Schedules and performs miscellaneous labor. Determines if labor and/or repair can be accomplished on-site or would be best accomplished at an off-site repair location and make necessary arrangements. Ensures proper level of tool and equipment inventory, proper inventory of supplies and material necessary to perform repair services; maintain tools and equipment in proper working condition; maintain necessary work orders and logs for all jobs performed and completed. This position also works in the warehouse and/or makes local deliveries of CALPIA goods and services as needed.

SKILLS AND ABILITIES: This position requires possession of a Class A license. Will be included in the Department of Motor Vehicle (DMV) Employee Pull Notice (EPN) Program. Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or protection of personal and State property.

WHO MAY APPLY: Persons currently in the above classification, individuals with list eligibility, or those within lateral transfer range. SROA and Surplus employees are encouraged to apply. TAU appointment will be considered. Applications will be screened and only the most qualified will be scheduled for interviews. **Please indicate the classification and the location of the position on your application.**

CONTACT: SCOTT PERKINS AT (661) 729-6934

**Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health, and well being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility of inmates and/or the protection of personal and real property.*

CALIFORNIA PRISON INDUSTRY AUTHORITY, EXAMINATION (S)

Applications are being accepted for the following examination(s). Exam bulletins for all current CALPIA examinations are available at www.pia.ca.gov. **Applications must be postmarked by the final filing date indicated.** For questions regarding these exam(s), please call (916) 358-2696. To apply, submit a Standard State application (Form 678) to:

ATTENTION: EXAMINATION UNIT
CALIFORNIA PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET
FOLSOM, CA 95630-2200

Open

Final Filing Date

Industrial Supervisor, Prison Industries (Fabric Products)	9/23/11
Prison Industries Superintendent I (Fabric Products)	9/23/11
Prison Industries Superintendent II (Fabric Products)	9/23/11
Industrial Supervisor, Prison Industries (Optical Products)	9/30/11
Prison Industries Superintendent I (Optical Products)	9/30/11
Prison Industries Superintendent II (Optical Products)	9/30/11

Promotional

Final Filing Date

THERE ARE NO PROMOTIONAL EXAMS BEING ADMINISTERED AT THIS TIME

CALIFORNIA PRISON INDUSTRY AUTHORITY,
CONTINUOUS FILING EXAMINATION (S)

Applications are currently being accepted on a continuous basis for the following exams:

Open

Prison Industries Superintendent I/II (Agriculture)

Industrial Supervisor, Prison Industries (Detergent Plant)
Prison Industries Superintendent I/II (Detergent Plant)

Industrial Supervisor, Prison Industries (Fabric Products)
Prison Industries Superintendent I/II (Fabric Products)

Industrial Supervisor, Prison Industries (Food and Beverage Packaging)
Prison Industries Superintendent I/II (Food and Beverage Packaging)

Industrial Supervisor, Prison Industries (Laundry)
Prison Industries Superintendent I/II (Laundry)

Industrial Supervisor, Prison Industries (Metal Fabrication)
Prison Industries Superintendent I/II (Metal Products)

Industrial Supervisor, Prison Industries (Shoe Manufacturing)

Industrial Supervisor, Prison Industries (Tool & Die)

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION, EXAMINATION (S)

The California Prison Industry Authority is participating in the exams listed below which are administered by the California Department of Corrections and Rehabilitation. Exam bulletins are available at www.cdcr.ca.gov. Applications must be postmarked by the final filing date indicated. All interested applicants, please mail your Standard State application (Form 678) to the address listed on the exam bulletin.

PLEASE DO NOT SEND YOUR APPLICATION (S) TO THE CALIFORNIA PRISON INDUSTRY AUTHORITY

TYPE OF EXAMINATION: PROMOTIONAL

FINAL FILING DATE

Associate Budget Analyst

Continuous

Personnel Supervisor I/II

Continuous